



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 11015.4

BEMD

**07 NOV 2001**

## BASE ORDER 11015.4

From: Commanding General  
To: Distribution List

Subj: CONSERVATION VOLUNTEER PROGRAM

Ref: (a) Public Law 101-189, Section 1634 (Section 1588  
(a), Title 10, United States Code)  
(b) MCO 11240.66  
(c) BO P5560.2K  
(d) BO 1710.20P

Encl: (1) Volunteer Application for Marine Corps Base, Camp  
Lejeune Form 11015/4  
(2) Marine Corps Base, Camp Lejeune Volunteer  
Agreement, MCBCL Form 11015/4A

1. Purpose. To provide policy and procedural guidance on accepting and utilizing the services of volunteers in the natural resources management program.

2. Background. Many Americans choose to volunteer their time to assist with natural resources management programs on both private and government lands. Congress has given many federal agencies, including the Department of Defense in reference (a), the authorization to utilize volunteers in natural resources management programs. The use of volunteers can serve to complement the regular natural resources management staff in accomplishing conservation projects, can provide volunteers with experiences that are personally rewarding and challenging, and can help maintain and improve the level and quality of service to Marine Corps Base, Camp Lejeune (MCBCL) and to the public.

a. Conservation Volunteer. A conservation volunteer is any person who gives time and talent to advance the mission of the MCBCL natural and cultural resources management program and who receives no salary or wages for the voluntary service. As a conservation volunteer, an individual is not an employee of the

United States Government except for the purposes of Chapter 171 of Title 28 of the United States Code relating to tort claims, and Chapter 81 of Title 5 of the United States Code relating to work injuries.

b. Voluntary Service. Voluntary service is that official government business which is conducted by volunteers under the direction of a paid government employee.

c. Conservation Volunteer Program (CVP). The CVP is the official MCBCL program that provides for the utilization of voluntary services to help accomplish the objectives of the natural resources management program.

d. Accepting Official. The Head, Fish and Wildlife Branch, Environmental Management Division (EMD), is the MCBCL official who is designated to accept the services of conservation volunteers.

e. CVP Program Manager. The Game/Non-Game Manager, Fish and Wildlife Branch, EMD, is the CVP program manager and is responsible for monitoring and supervising daily operations of the CVP. The CVP program manager develops training programs, identifies work that is appropriate for volunteers, develops projects and tasks, compiles statistics and reports, maintains volunteer service records, and acts as the CVP liaison between the accepting official and the volunteers.

f. CVP Volunteer Coordinator. A volunteer appointed by the CVP program manager to provide leadership and supervision in the accomplishment of volunteer tasks. It is emphasized that volunteer coordinators act in an assistance capacity and will not supervise paid government employees. They may supervise other volunteers under the direction of the program manager. Duties and responsibilities of coordinators will be determined by the program manager and will include, but are not limited to, logistics planning, record-keeping, recruiting, orientation, training, supervision and project scheduling. The number of coordinators will be determined by the program manager based solely on the functional requirements of the program manager to optimize management span of control and provide adequate supervisory control over volunteers. Volunteer coordinators will be selected based upon their experience in personnel supervision, knowledge of MCBCL terrain and range safety

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procedures, knowledge of project subject matter, and dedication to the accomplishment of the MCBCL natural resources management mission.

g. Volunteer Task Leader. A volunteer appointed to provide direct supervision necessary for the accomplishment of a single task. The task may be one-time or continuing. Volunteer coordinators may appoint task leaders for supervisory needs lasting one day or less. For continuing projects, task leaders may be recommended by a volunteer coordinator and will be appointed by the program manager. The program manager must be satisfied that the task leader is a responsible individual trained in the safety requirements of a specific task, and that the individual is qualified and motivated to perform the assigned duty.

h. Conservation Equipment. Motorboats, motor vehicles, agricultural tractors and implements, bulldozers, chain saws, brush cutters, and other tools and equipment specifically assigned to the Fish and Wildlife Branch (FWL-EMD) for use in accomplishing the natural and cultural resources mission.

### 3. Information

a. The acceptance of volunteer services for the CVP will be limited to natural and cultural resources management functions under the direction of the accepting official. **CVP officials are under no obligation to provide work for CVP applicants.**

b. Volunteers will not displace any Marine Corps authorized employees. However, they may be assigned limited and/or segments of work similar to duties currently performed by MCBCL employees or contractors as long as they do not infringe on that work.

c. Conservation volunteers will be recruited and service accepted without regard to race, creed, religion, sex, color, national origin, or handicap.

d. Volunteers will be provided with a work environment that is, in all respects, equal to that provided for Marine Corps employees performing similar duties.

e. Volunteers may not handle public funds.

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f. When appropriately licensed and otherwise qualified, volunteers are authorized to operate government vehicles, engineering equipment, and tools provided that such operation is in conjunction with approved official business. Child labor laws apply; no one under the age of 18 will operate motorized equipment.

g. Volunteers will not be used for policy making or law or regulatory enforcement. They will not be used in any assignment for which Marine Corps employees would receive hazardous duty pay.

h. The accepting official or the volunteer may terminate volunteer service at any time.

i. Almost anyone is eligible to be a conservation volunteer. Recreational participation in programs described in reference (d) will not be a pre-requisite for becoming a conservation volunteer. The accepting official and program manager shall determine the necessary qualifications for each volunteer assignment. Children under the age of 18 years may be volunteers provided they have the written consent of their parent or guardian, and provided that the work they are allowed to perform is acceptable for minors. Both Federal and North Carolina child labor laws apply to the use of minors as volunteers. MCBCL employees shall not be eligible for CVP participation if the volunteer duties would be a continuation of their official duties. Participation by a Federal employee must always be clearly voluntary. Families and relatives of MCBCL natural and cultural resources management employees are eligible for volunteer service as long as the official who signs the agreement form is not an immediate family member.

j. Conservation volunteers must notify CVP supervisors, i.e., the accepting official, the program manager, and volunteer coordinators, of any known physical conditions that would prevent or limit participation in assigned work. The accepting official may require the volunteer to obtain a medical examination to determine the volunteer's physical ability to perform specified tasks.

#### 4. Action

a. Enrollment in the CVP. Persons interested in becoming conservation volunteers will complete the Volunteer Application, as shown in enclosure (1). This form is available at the Fish and Wildlife Branch and the Game Enforcement Office, Bldg Pt-4, Parachute Rd. This form will be used to maintain a list of potential volunteers and to match an applicant's availability, areas of interest and skills with a particular volunteer task.

Applicants will actually be enrolled in the CVP when they and the MCBCL accepting official have signed the Volunteer Agreement, as shown in enclosure (2). This agreement must be completed prior to a volunteer participating in a work project.

b. Legal Protection. Volunteers receive the same entitlements as federal employees under the Federal Employees Compensation Act (5 USC, Chapter 81) and the Tort Claims Act (28 USC, sections 2671-2680) and are considered to be federal employees for those purposes only. Because volunteers are eligible for these coverages, it is important that they are properly signed up and are operating with clearly written descriptions of the duties and kinds of services that they have been assigned to do. It is imperative also that the specific times and dates of a volunteer's service are recorded. This information is necessary to answer questions about whether volunteers were acting within their assigned duties and whether volunteers were performing service for the government at the time of an incident.

(1) Federal Employees Compensation Act. Volunteers are entitled to the same medical care as other federal employees who may be injured while on the job. Volunteers do not receive compensation for lost wages as a result of injuries. The following procedures should be followed in the event of an injury:

(a) In the event of a life-threatening injury, the victim will be provided appropriate first aid and 911 will be called for emergency service.

(b) In a non-life-threatening situation, the volunteer shall return to the volunteer office and report the accident to a supervisor. If medical care is required, an Occupational Health Permit (MCBCL 5100/3) will be issued and the volunteer will report to the Naval Hospital Emergency Room. Between the hours of 0800 and 1600, the volunteer will report to the Occupational Health Clinic, Building 65. On Weekends and holidays, treatment will be rendered at Naval Hospital Emergency Room.

(c) If a volunteer desires to file a claim for compensation or seek treatment from a private physician, the program manager is responsible for helping the volunteer complete the following forms: CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; and CA-16, Request for Examination and/or Treatment. Additional forms may be needed depending upon the injury; the program manager will contact

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the Human Resources Office for further guidance on a case-by-case basis.

(2) Federal Tort Claims Act. This act provides a means whereby damages may be awarded as a result of claims against MCBCL for the injury or loss of property or personal injury or death caused by the negligent or wrongful act or omission of any employee of MCBCL acting within the scope of his or her employment under circumstances where MCBCL, if a private person, would be liable to the claimant per the law of the place where the act or omission occurred. Since volunteers are considered employees for the purposes of this Act, they are offered the protection of the Act if they are within the scope of their assigned responsibilities.

c. Performance. The conservation volunteer shall perform work as described in the agreement and in any supplemental description of duties. Work performance shall be monitored by CVP supervisors. Volunteer agreements may be terminated if a volunteer's performance is unsatisfactory; however, supervisors will first attempt to determine and correct the cause of unsatisfactory service. Only the accepting official, or designated representative, may terminate a volunteer agreement. Supervisors, while awaiting the decision of the accepting official, may temporarily suspend the participation of a volunteer if the volunteer's work poses a safety hazard or violates any other standards of government service.

d. Orientation, Training, and Safety

(1) Each accepted volunteer will be provided orientation on MCBCL history, mission, natural resources programs, objectives, environmental quality, range safety, and public safety, as appropriate.

(2) Volunteers will be informed that financial liability and agreement termination could result from willful disregard or negligence in the use or safeguarding of Government equipment or other property.

(3) Volunteers shall receive training in safe practices before and during assigned tasks. The government will provide safety equipment; however, volunteers may use personal safety equipment if it is adequate and they willingly agree to do so.

(4) Before beginning a specific task, a volunteer will be assigned to a supervisor so that the volunteer knows from whom to receive project instruction and to whom to report task accomplishments, injuries, or other pertinent facts.

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e. Licenses for Equipment and Vehicle Operation. Conservation volunteers will complete the requirements listed in references (b)

and (c) to obtain licenses to operate conservation equipment. Specific requirements will be completed as follows:

(1) On-the-job training will be provided by Fish and Wildlife Branch.

(2) The road/skill test and issuance of the OF-346 for engineer and agricultural equipment will be done by the license examiner, Maintenance Division, Installations and Environment Department.

(3) The Medical Certificate, NAVMC Form 10970, will be issued by the Occupational Health/Preventive Medicine Branch, Naval Medical Clinic.

(4) The Driver Improvement Card and Backing Regulations Card will be issued by the license examiner, Driver Training Branch, Safety Division. The CVP program manager is responsible for recommending individuals for licensing, and will ensure that licensing requests are limited to only the select group of mature, responsible individuals necessary to augment paid employees in the timely completion of conservation projects.

f. Credit for Volunteer Service. Volunteers will record their time in and out at the CVP Office for each day that they participate in CVP projects. Volunteer time will be verified by an appropriate supervisor, with any discrepancies to be resolved by the program manager. Time is recorded for the purpose of maintaining records of CVP hours of service, individual hours of service, and amount of effort expended on specific management projects. An individual's time may count towards non-monetary awards but does not count towards calculations of retirement, leave, or any other federal employment benefit except for experience. License and sponsoring requirements in reference (d) will not be affected by volunteer service. Volunteers may be able to deduct certain unreimbursed expenses incurred in connection with their volunteer service from their reported income on their Federal Income Tax returns. Volunteers should consult Internal Revenue Service regulations.

g. Awards. Consideration shall be given to developing the appropriate means to recognize a volunteer's contributions.

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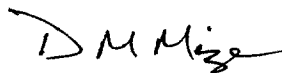
Monetary awards may not be given under any circumstances but non-monetary awards may be given. Authorized awards include, but are not limited to the issuance of service certificates, shoulder patches, pins or other insignia to denote continuing service. The Director, Fish and Wildlife Division is authorized to use program funding to pay the cost of low-cost non-monetary awards and program identification materials.

h. Incidental Expenses. Volunteers receive no salary and will not be paid incidental expenses for services performed at MCBCL. CVP officials may request invitational travel orders for volunteers. The expenses of that temporary duty would be covered under the Federal Travel Regulations, and would cover all expenses authorized in the travel orders. Any documents or forms used to authorize or claim expenses for volunteers must clearly note "Volunteer" after the name.

i. Records. The program manager will maintain a file for each volunteer which will contain, at a minimum, the volunteer agreement, record of hours worked, accomplishments, training received, record of non-monetary awards, medical records, if any, copies of any drivers licenses or equipment operating permits issued, and any other related information.

j. Reports. The program manager will provide monthly reports about CVP accomplishments as part of the Environmental Management Department command chronology input. Accomplishments of the CVP will be appropriately documented for inclusion in natural resources awards submissions and Public Affairs Office news releases.

k. Implementation. The Director, Fish and Wildlife Branch, will implement the CVP per the policy and procedures established by this Order.



D. M. MIZE

DISTRIBUTION: A



MCBCL 11015/4A

Volunteer Application for Marine Corps Base, Camp Lejeune		Instructions: Mark "x" on appropriate lines. For other items, either print or type responses. If extra space is needed, use item 13.	
1. Name (Last, First, Middle)		2. Age	3. Telephone    Area Code    Number Home Work
4. Street Address (include apartment no., if any)		5. City, State and Zip Code	
6. Which general volunteer work categories are you most interested in? <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Archeology  <input type="checkbox"/> Threatened and Endangered Species  <input type="checkbox"/> Wildlife Enforcement  <input type="checkbox"/> Office/Clerical  <input type="checkbox"/> Visitor Information         </div> <div style="width: 33%;"> <input type="checkbox"/> Game / NonGame Management  <input type="checkbox"/> Beach Restoration  <input type="checkbox"/> Habitat Restoration  <input type="checkbox"/> Tour Guide/Education  <input type="checkbox"/> Computers         </div> <div style="width: 33%;"> <input type="checkbox"/> Outdoor Recreation  <input type="checkbox"/> Waterfowl Management  <input type="checkbox"/> Construction/Maintenance    <input type="checkbox"/> Other (please specify)         </div> </div>			
7. What qualifications/skills/experience/education do you have that you would like to use in your volunteer work? <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> Backpacking/Camping  <input type="checkbox"/> Biology  <input type="checkbox"/> Boat Operation  <input type="checkbox"/> Carpentry  <input type="checkbox"/> Clerical/Office Machine  <input type="checkbox"/> Computer/Programming  <input type="checkbox"/> Drafting/Graphics  <input type="checkbox"/> Driver's License-MCBCL         </div> <div style="width: 33%;"> <input type="checkbox"/> First Aid Certificate  <input type="checkbox"/> Hand/Power Tools  <input type="checkbox"/> Heavy Equipment Operation  <input type="checkbox"/> Landscaping/Reforestation  <input type="checkbox"/> Land Surveying  <input type="checkbox"/> Map Reading  <input type="checkbox"/> Photography  <input type="checkbox"/> Public Speaking         </div> <div style="width: 33%;"> <input type="checkbox"/> Research/Librarian  <input type="checkbox"/> Supervision  <input type="checkbox"/> Other Trade Skills (please list)    <input type="checkbox"/> Teaching  <input type="checkbox"/> Working with People  <input type="checkbox"/> Writing/Editing  <input type="checkbox"/> Other (please specify)         </div> </div>			
8. Based on lines checked in items 6 and 7, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply.)   			
9. Would you like to supervise other volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Please specify any physical limitations or allergies that may influence your volunteer work activities:			
11a. Which months would you be available for volunteer work? <div style="display: flex; flex-wrap: wrap;"> <div style="width: 16.6%;"> <input type="checkbox"/> January  <input type="checkbox"/> July         </div> <div style="width: 16.6%;"> <input type="checkbox"/> February  <input type="checkbox"/> August         </div> <div style="width: 16.6%;"> <input type="checkbox"/> March  <input type="checkbox"/> September         </div> <div style="width: 16.6%;"> <input type="checkbox"/> April  <input type="checkbox"/> October         </div> <div style="width: 16.6%;"> <input type="checkbox"/> May  <input type="checkbox"/> November         </div> <div style="width: 16.6%;"> <input type="checkbox"/> June  <input type="checkbox"/> December         </div> </div>			
11b. How many hours per week would you be available to volunteer work?			
11c. Which days per week would you be available for volunteer work? <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
12. This space is provided for more detailed responses. Please indicate the item numbers to which these responses apply:			
Notice to volunteer Volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefit. However, volunteer service is creditable work experience.			
Privacy Act Statement Following information is provided to comply with the Privacy Act (PL 93-579). 5 U.S.L.C. 301 and 7 CFR 260 authorize acceptance of the information requested on this form. The data will be used to contact applicants and to interview, screen, and select them for volunteer assignments. Furnishing this data is voluntary.			
13. Signature (Sign in ink)			14. Date

MARINE CORPS BASE, CAMP LEJEUNE VOLUNTEER AGREEMENT Act of November 1989 Public Law 101-189	
NAME/GROUP (Type or print full name)	TELEPHONE NUMBER
ADDRESS (Street, City, State and Zip)	
DESCRIPTION OF WORK	
Volunteers may be assigned to a wide variety of Natural Resources related tasks consistent with the mission requirements of Marine Corps Base, Camp Lejeune and/or its staff agencies. A general description of the range and scope of these tasks is contained in enclosure (1) to MCBCL Order 11015. Tasks may be added or modified by the program manager when required by the mission.	
ACCEPTANCE OF AGREEMENT	
I will contribute my services from _____ (date) to approximately _____ (Date). I understand that I will not receive any monetary compensation for the above work, and that volunteers are NOT considered to be Federal employees for any purpose other than tort claims and injury compensation, and I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that Marine Corps Base, Camp Lejeune or I may cancel this agreement at any time by notifying the other party.	
I hereby volunteer my services as described above, to assist Marine Corps Base, Camp Lejeune in its authorized work.	
Signature of Volunteer or a Parent or Guardian	Date
ACCEPTANCE OF AGREEMENT FOR A GROUP	
We will contribute our service from _____ (Date) to approximately _____ (Date). We agree to obtain parental or guardians consent for each individual less than 18 years of age and to comply with applicable child labor laws. We understand that individuals will not receive any monetary compensation for the above work, and that they will NOT be considered Federal employees for any purpose other than tort claims and injury compensation, and we understand that volunteer service is not creditable for leave accrual or any other employee benefits. We understand that Marine Corps Base, Camp Lejeune or I may cancel this agreement at any time by notifying the other party. We agree to provide Marine Corps Base, Camp Lejeune with a listing of active participants, home addresses and the number of hours each contributed, when requested.	
Signature of Group Representative	Date
ACCEPTANCE BY THE GOVERNMENT	
Marine Corps Base, Camp Lejeune agrees, while this agreement is in effect, to provide such materials, equipment, facilities and training as are required to perform the work referenced above, and to consider individuals volunteering under this agreement as Federal employees only for the purpose of tort claims and compensation for work related injuries.	
Signature of Accepting Official	Date
TERMINATION OF AGREEMENT	
(Signature of Terminating Official)	Date
(Signature of Volunteer/Group Representative)	Date